



## OFFICE OF THE CITY ATTORNEY

### MEMORANDUM

TO: Mayor Joe Wardy  
City Representatives: Susan Austin, Robert Cushing, Jose Lozano, John Cook, Paul Escobar, Vivian Rojas and Anthony Cobos

FROM: Lisa A. Elizondo, City Attorney

SUBJECT: Appointment to City Attorney's Office on 11/02/04 Consent Agenda

DATE: October 27, 2004

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Ruth Reyes has tendered her resignation effective November 5, 2004 to start her own law practice.

I am respectfully asking for your support in appointing the following:

Jorge Villegas as Assistant City Attorney at an annual salary of \$75,000.00. He will be assigned to work with the Comptroller, Information Technology, Office of Management & Budget, Purchasing and Tax departments. His resumé is attached to give you insight into his academic and professional accomplishments. Mr. Villegas is from El Paso and graduated from The University of Texas at El Paso in 1994 with a bachelors degree in Accounting. He graduated from Cornell Law School in 2002. Prior to attending law school, Mr. Villegas obtained his B.B.A. in Accounting at U.T.E.P. in 1994 and has 5 years experience as a comptroller/auditor. Mr. Villegas is currently an associate at Winstead Sechrest & Minick, P.C. in Dallas, TX.

If you have any questions or comments, please do not hesitate to contact me.

Enclosure

cc: Joyce Wilson, City Manager  
Theresa Cullen-Garney, Deputy City Attorney  
Carmen Arrieta, Comptroller  
Tony Montoya, Interim Information Technology Director  
David Almonte, OMB Director  
Byron E. Johnson, Purchasing Director  
Juan Sandoval, Tax Assessor Collector

A stylized, handwritten-style signature that reads "El Paso" in a cursive font.

2 Civic Center Plaza, 9<sup>th</sup> Floor / El Paso, Texas 79901 /915 541-4550 /Facsimile 915 541-4710 /www.elpasotexas.gov

## **JORGE VILLEGAS**

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### **EDUCATION**

**CORNELL LAW SCHOOL**, J.D., May 2002

PRESIDENT, Latin American Law Student Association, 2001-2002

**THE UNIVERSITY OF TEXAS AT EL PASO**, B.B.A. Accounting, May 1994

PRESIDENT, Beta Alpha Psi National Honor Fraternity, 1993-1994

### **PROFESSIONAL EXPERIENCE**

ASSOCIATE, Winstead Sechrest & Minick, P.C., Dallas, TX

September 2002 – Present

- Provide business counseling and tax planning to domestic and foreign privately and publicly held corporations, partnerships, limited liability companies, and individuals with respect to various business transactions, including formations, reorganization, conversions, stock/asset sale and acquisitions, statutory mergers, and liquidations
- Represent corporate entities and individuals in connection with general corporate matters, including corporate governance and general business agreements
- Draft agreements for transactions involving business formation, reorganization, conversion, stock/asset sale and acquisition, spin-off, split-off, split-up, statutory merger, and liquidation
- Provide federal and state tax advice to real estate companies regarding the acquisition, disposition, or leasing of real estate property
- Perform extensive research and draft legal memorandum regarding federal and state taxation of business entities

SUMMER ASSOCIATE, Kensington & Ressler, LLC., New York, NY

June 2000 – August 2000

- In preparation for trial involving dissolution of a closely held corporation, performed extensive legal research and analysis involving law with respect to business valuation and provided written analysis of opposing expert's valuation report
- Drafted formation and operating documents for a New York limited liability company to establish a legal mechanism with which to raise capital for a newly formed restaurant business

### **OTHER PROFESSIONAL EXPERIENCE**

***Certified Public Accountant*** in the state of Texas

CONTROLLER, Gray Refrigeration, Inc., El Paso, TX

September 1998 – August 1999

- Developed reporting policies and procedures for accounting, taxes, budgeting, performance measurement, and financial reporting
- Analyzed the company's financial statements on a monthly, quarterly, and annual basis and provided both written and oral analysis of said financial statements to the company's President/Owner and various company officers

- Negotiated with various health insurance providers to ensure that all company employees could, for the first time, afford such insurance while making it cost effective for the company

BUSINESS ANALYST, Petro Stopping Centers, LLP, El Paso, TX      March 1998 – September 1998

- Prepared annual and quarterly SEC report filings for this operator of large multi-service truck stops
- Analyzed monthly income statements for assigned profit centers

SENIOR ACCOUNTANT, Petro Stopping Centers, LLP, El Paso, TX      March 1997 – March 1998

- Coordinated the preparation and review of quarterly reviews and year-end audit work papers
- Promoted to Business Analyst

SENIOR AUDITOR, Coopers & Lybrand, LLP, El Paso, TX      November 1995 – March 1997

- Client experience included a manufacturer of automobile electrical systems, SEC registrant and leading operator of multi-service truck stops (Petro Stopping Center, LLP.), and a distributor of Mexican food products and bottled soft drinks
- Supervised professional staff and provided them with both verbal and written feedback regarding the quality and efficiency of work completed

STAFF AUDITOR, KPMG Peat Marwick, LLP, El Paso, TX      September 1994 – November 1995

- Gained experience from a variety of client assignments, including those in manufacturing, retail and distribution, and health care
- Identified and analyzed complex accounting and financial reporting issues

### **INTERESTS**

Golf, basketball, traveling, health & fitness

### **PROFESSIONAL AFFILIATIONS**

State Bar of Texas; Dallas Bar Association; Dallas Association of Young Lawyers; Hispanic Bar Association; Greater Dallas Hispanic Chamber of Commerce

### **CIVIC ACTIVITIES**

Winstead's United Way Employee Campaign Coordinator; Partners in Education, volunteer

### **LANGUAGES**

Fluent in Spanish

**MOTION**

November 2, 2004

Motion made, seconded and carried that Jorge Villegas be confirmed as Assistant City Attorney.

APPROVED this 2<sup>nd</sup> day of November 2004.

CITY OF EL PASO

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Joe Wardy  
Mayor

ATTEST:

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

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Lisa A. Elizondo  
City Attorney